

Supplier Registration

1. Temporary log in credentials will be sent to the identified company representative via two separate emails, one containing the user ID and one containing the password. These credentials will allow the bidder to establish the Administrative user account in the Fairfax Vendor Internet Portal (VIP). The Administrative user will have the authority to edit company information, contact information, NIGP Product Codes and other procurement options.
2. Follow the link in the email you received to navigate to the Administrative user registration form.

Dear Sir/Madam,

We are pleased to welcome you as supplier VAN'S SHOE COMPANY in our Supplier Portal.

The user ID
56BB74B85A1
has been created for you.

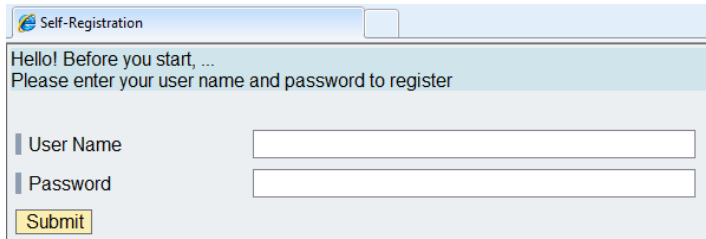
Please log on to
https://susabap.fairfaxcounty.gov/sap/bc/bsp/sap/srmsus_selfreg/
as soon as possible using this User ID.
You can then create an administration user for your supplier portal that you can then use to create further users and use all other Supplier Portal functions.
See the Supplier Portal for more information.

Best regards
Your Supplier Portal Team

If you have any questions, send an e-mail to Vendorhelpregistration@fairfaxcounty.gov

You will receive password for registration through a separate mail

3. Insert your Temporary User Name and Password. You can use the cut and paste feature in these fields from the emails you received and then select **Submit**.



The screenshot shows a web browser window titled "Self-Registration". The page content includes a greeting "Hello! Before you start, ..." followed by the instruction "Please enter your user name and password to register". Below this, there are two input fields: "User Name" and "Password". A yellow "Submit" button is located at the bottom left of the form area.

Supplier Registration

4. The Administrative User Registration Form will then load:

The screenshot shows a web browser window titled "Self-Registration". The page has a light blue header with the text: "Hello! Before you start, ... You will be created as an administrator for your company with the following registration Prerequisite for this is that your company has been registered with us Fields indicated with a * must be filled". Below this is a registration form with the following fields: *User Name (text box with "9" entered), *Password (text box), *Confirm Password (text box), *Title (dropdown menu with "Sele..." selected), *First Name (text box), *Last Name (text box), *E-Mail Address (text box), *Country (dropdown menu with "Afghanistan" selected), *Telephone (text box), Fax (text box), Department (text box), Date Format (dropdown menu with "MM/DD/YYYY" selected), Decimal Format (dropdown menu with "12,345,687.90" selected), and Time Zone (dropdown menu with "Eastern Time (New York)" selected). At the bottom of the form, there is a checkbox labeled "Yes, I have read the data privacy statement and accept the terms." and a "Create" button. Below the checkbox, there is a "DATA PRIVACY" section with text: "Information provided through the Fairfax Vendor Internet Portal (VIP) will be used in the purchasing and accounting activities of the County and will not be limited in its use to one County agency." and a "CERTIFICATION" section with text: "By submitting information through the Fairfax Vendor Internet Portal (VIP), you certify that: (i) you are authorized to submit the information for, or on behalf of, the person or entity identified; and, (ii) all of the information submitted is true and correct to the best of your knowledge, information, and belief. Any false statements made by you within Fairfax VIP are subject to the penalties of law."

5. Complete the Administrative user registration form. Required fields are indicated by asterisks (*). Checking the agreement box at the bottom of the screen will display the **Create** button. Select this to create the Administrative user.

NOTE: User Names are required to begin with the digit 9. Please record this information as you will need it for the next step.

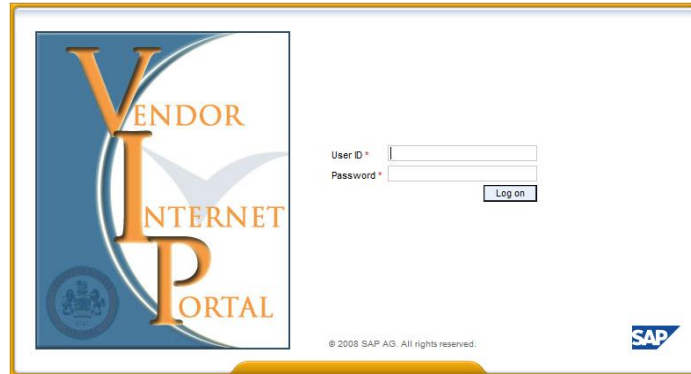
NOTE: create a TEMPORARY PASSWORD. This password must contain a minimum of 8 and a maximum of 14 characters, including:

- 1 uppercase
- 1 lowercase
- 1 number

Please record this information as you will need it for the next step.

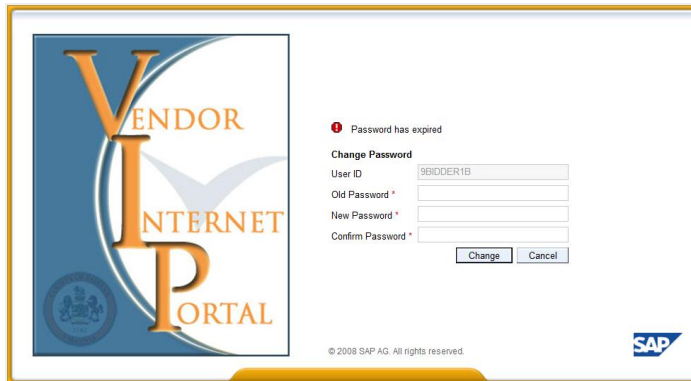
6. If the form is completed correctly you will immediately be directed to login to the portal. You may wish to bookmark this webpage for your convenience. Once the pilot is complete, the webpage will be posted for the general public.
7. Login to the VIP using the User ID and TEMPORARY PASSWORD you created in step 5 and select the **Log on** button.

Supplier Registration



The screenshot shows the Vendor Internet Portal login interface. On the left is a logo with the text 'VENDOR INTERNET PORTAL' and a circular emblem. On the right, there are two input fields labeled 'User ID *' and 'Password *', followed by a 'Log on' button. At the bottom, there is a copyright notice '© 2008 SAP AG. All rights reserved.' and the SAP logo.

8. Change password.



The screenshot shows the 'Change Password' page in the Vendor Internet Portal. A red error message at the top states 'Password has expired'. Below this, the 'Change Password' section includes input fields for 'User ID' (pre-filled with 'BIDDER1B'), 'Old Password *', 'New Password *', and 'Confirm Password *'. There are 'Change' and 'Cancel' buttons at the bottom. The same logo and copyright notice are present as in the previous screenshot.

You will be required to change the temporary password to gain entry into the VIP. This final password change is required per our security protocols. Please keep this password for your records.

This password must contain a minimum of 8 and a maximum of 14 characters, including:

- 1 uppercase
- 1 lowercase
- 1 number

9. You have completed the registration and are now registered in the portal.

10. You should now be able to view the main toolbar within the Vendor Internet Portal. This includes the Home and Administration tabs and the sub-tabs.

